

Lead Buyer

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Company: Wood Group (Al Khobar)

Location: Saudi Arabia

Category: business-and-financial-operations

Job Summary

- Assume the duties of the Principal Procurement Engineer and Procurement Manager as appropriate when so directed

Comply with, make known to supervised personnel and check their compliance with the following: Procurement Procedures and Work Practices, Project Procurement Execution Plan, Nondisclosure / Secrecy Agreements and Project Supplier List

- Develop contacts with Suppliers personnel Maintain the respect of Suppliers and their representatives by adherence to code of conduct and business ethics, corporate policies, procedures and work practices

- Maintain awareness of the materials supply situation including area sources, price levels and current deliveries Prepare and issue the following as required: Procurement Plans, Solicitation of interest, Nondisclosure agreements, Pre-screen questionnaire and RFQ documents

- Receive bids and arrange formal bid opening where applicable Maintain a tender control log Formulate and agree Bid Evaluation Plan

- Distribute, check and carry out commercial evaluation of bids Prepare quotation summaries, and quotation summary variations and make recommendations Distribute as required by the Project Procurement Execution Plan

- Prepare and issue Commercial Bid Evaluation Report & Recommendation Formulate and agree negotiating strategy, if required Arrange and attend pre-order meetings with Suppliers Issue notes of meetings in accordance with project distribution matrix

- Prepare and issue purchase orders as per the approved quotation summaries Maintain a complete data base of all procurement activities in a systematic way for easy tracking
- Keep all relevant parties fully informed of status Provide post order management Expedite as required
- Prepare, maintain, and issue Material Progress Reports on a regular basis, which reflect the progress of all purchased equipment & materials
- Maintain good working relationships with suppliers to ensure optimum use of their resources toward meeting our goals
- Obtain all required Supplier drawings, documents, data books and manuals at the required time and in the specified quantities as per the SDI
- Recommend to the Project Procurement Manager any necessary visits to Suppliers to apply pressure to maintain or improve performance Visit Suppliers works if instructed
- Liaise with inspection organisation to obtain inspection of equipment and materials
Release materials for shipment
- Ensure the correct finalisation of orders in accordance with project procurement execution plan Assist in the settlement of back charges and discrepancies when requested by authorised construction personnel Participate in audits as and when required

Skills

- Degree or Diploma holder in Engineering
- 12 plus experience as Buyer with SAP usage the -Oil and Gas or related engineering industries, At least few years as Lead or Principal level
- Previous experience with Wood and Aramco is an advantage
- Procurement and sub-contracts experience in PMC, EPCM, LSTK and LSPB
- Communication and co-ordination skills, computer knowledge
- Highly motivated, well organized, resourceful, and proactive
- Possess good interpersonal skills with sound written and oral communication skills
- Flexible approach and able to work under pressure with a can-do attitude and a desire to win
- Either Saudi National or Candidates available in Kingdom with Work permit transfer status are destined advantage
- If international applicant than must possess Saudi Embassy and Cultural attested Degree or Diploma certificates

Desired Candidate Profile

Education:

Any Graduation()

Gender:

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Nationality:

Any Nationality

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